

**KENTUCKY BOARD OF LICENSED
DIABETES EDUCATORS (KBLDE)
Meeting Minutes – November 19, 2013**

A regular meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Office of Occupations and Professions on November 19, 2013.

MEMBERS PRESENT

Kim Coy DeCoste, Board Chair
Dr. Carrie L. Isaacs, Secretary
Dr. Mehdi Poorkay
Larry Smith

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator

Others

Matt James – Office of the Attorney General

MEMBERS ABSENT

Carolyn L. Dennis

CALL TO ORDER

A meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Board Chair, Kim DeCoste at 10:05 a.m. on Tuesday, November 19, 2013 at The Office of Occupations and Professions. A quorum was present.

APPROVAL OF THE MINUTES

Mr. Smith made a motion to accept the minutes dated October 15, 2013. The motion, seconded by Dr. Isaacs, carried.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Hutcherson reported that Gordon Slone began as the Executive Director of O&P on October 16, 2013. Ms. Hutcherson reported that the database project is still underway and that the renewal portion is set to go live in January. Also, Wi-Fi, internet access and laptops are available for use during board meetings as requested.

BOARD CHAIRMAN'S REPORT

Ms. DeCoste thanked Ms. Hutcherson for her work getting the licensing announcement out to the requested people. Ms. DeCoste mentioned that there could be some confusion because the applicant affidavit is after part three of the application and part three is not required of all applicants. Ms. DeCoste also mentioned that there has been some confusion regarding the certified copy of the certificate requested on the application. A copy of the wallet card, certificate or letter from NBCDE is all that is required.

BOARD COUNSEL REPORT

Mr. James reported that an amendment will have to be filed to correct the renewal forms. Mr. James also stated that all forms and regulations need to be looked at very carefully so all changes can be made at one time. Mr. James will also draft a second announcement to go out in mid-January as a reminder of the deadline in May and July 2014.

NEW BUSINESS

Dr. Isaacs attended the State Diabetes Symposium and gave a report. She stated that it went well and that the most asked questions were: Am I required to obtain a license? Why should I obtain a license? What is a certified copy of my certificate?

A board discussion was held to answer the questions that were sent in by email. Ms. Hutcherson will respond to these emails after sending proposed responses from the board to Ms. DeCoste for review.

The board reviewed all applications that were received, eleven total. Mr. Smith made a motion to accept and approve eight applications as presented: Kimberly Coy DeCoste, Carrie Lynn Isaacs, Mehdi Poorkay, Joan Niemczewski, Karen McKnight, Susan Tierney, Janet White, and Lynn Wright. The motion, seconded by Dr. Isaacs, carried. Mr. Smith made a motion to approve the remaining three applications upon receipt of the signed applicant affidavit: Cynthia Miers, Nancy Scott, and Jamie Lee. The motion, seconded by Dr. Isaacs, carried.

TRAVEL AND PER DIEM

Mr. Smith made a motion to approve travel and per diem for today's meeting. The motion was seconded by Dr. Poorkay. The motion carried unanimously.

FUTURE MEETINGS

The next Board Meeting will be held December 17, 2013 at 10:00 a.m. at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY.

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting. The meeting was adjourned by Board Chair, Ms. DeCoste at 12:02 p.m.

Respectfully Submitted:

Jennifer Hutcherson, Board Administrator

